



COUNTY OF LOS ANGELES TREASURER AND TAX COLLECTOR



KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 437
POST OFFICE BOX 514917
LOS ANGELES, CALIFORNIA 90051-4917

MARK J. SALADINO
TREASURER AND TAX COLLECTOR

TELEPHONE
(213) 974-2101

TELECOPIER
(213) 626-1812

April 10, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL FOR SUPPLEMENTAL FUNDING FOR CAPITAL PROJECT NO. 86529
AND APPROVAL OF APPROPRIATION ADJUSTMENT
FOR THE TREASURER AND TAX COLLECTOR DEPARTMENT
(ALL DISTRICTS - 3 VOTES)**

**JOINT RECOMMENDATION WITH THE CHIEF ADMINISTRATIVE OFFICER THAT
YOUR BOARD:**

1. Approve Supplemental funding for Capital Project No. 86529 for the reconfiguration of approximately 30,648 square feet in the Hall of Administration to consolidate and upgrade existing space to be technology compatible and ergonomically appropriate for Treasury, Systems, and Administration Branches.
2. Approve the attached appropriation adjustment transferring \$225,000 from the Treasurer and Tax Collector's Operating Budget (Salaries and Employee Benefits) to the Capital Projects budget for the current fiscal year.
3. Authorize the Treasurer and Tax Collector to take such steps as necessary to document and implement the project.

PURPOSE OF RECOMMENDED ACTION/JUSTIFICATION

Approval of these actions will allow a transfer of funds from the Treasurer and Tax Collector operating budget to supplement and complete a capital project that your Board approved on June 19, 2001.

The capital project will reconfigure existing office space to accommodate and enhance the utilization of the Department's 4th Floor of the Hall of Administration, which has remained unchanged since the mid-1980's and has significantly deteriorated due to age and use.

The project is a continuation of the Department's program to reconfigure, consolidate, and upgrade existing space to be technology compatible and ergonomically appropriate. The current configuration does not accommodate the combination of a computer and work area. Industrial injuries such as repetitive motion injuries, eyestrains, shoulder and back stress, and tripping hazards because of the exposed wiring would be minimized with the reconfiguration of the space and installation of ergonomic modular furniture. The work includes demolition, construction, carpet, paint, rewiring of electrical, data and telephone lines, acquisition and installation of ergonomic modular furniture.

Internal Services Department staff will complete the construction services, and the modular office furniture will be purchased from a County agreement vendor.

The supplemental funding will complete the project including painting, new flooring, and modular/ergonomic furniture for staff workstations.

Implementation of Strategic Plan Goals

Completion of these projects contributes to the Department of Treasurer and Tax Collector's Strategic Plan goal to "Attract, select, develop and retain high quality staff." Providing employees with ergonomic workstations helps to promote a safe and healthy work environment and enhances each employee's well being. Further, the reconfiguration of these increase the functionality of staff and consequently the goal of "Workforce Excellence."

FISCAL IMPACT/FINANCING

The total project cost, which includes plans and specifications, construction, acquisition of modular workstations and new carpet, ceiling tiles, painting, improving air conditioning system, and electrical upgrades is currently estimated at \$1,146,000, which is \$225,000 more than the \$921,000 previously authorized by your Board on June 19, 2001.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Not applicable.

CONTRACTING PROCESS

Not applicable.

The Honorable Board of Supervisors
April 10, 2003
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IMPACT ON CURRENT SERVICES (OR PROJECTS)


Needed work will be scheduled during regular working hours. There will be no impact on other County Departments or the public.


CONCLUSION

Upon approval by your Board, the Executive Officer is requested to return adopted copies of this letter to:

1. Los Angeles County Treasurer and Tax Collector Department
500 West Temple Street, Room 137
Los Angeles, CA 90012
Attention: Henry Román, Administrative Deputy
2. Chief Administrative Office
Capital Projects
500 West Temple Street, Room 754
Los Angeles, CA 90012
Attention: John Edmisten, Division Chief

Respectfully submitted,


MARK J. SALADINO
Treasurer and Tax Collector


DAVID E. JANSSEN
Chief Administrative Officer

MJS:HR:ng
WORD:NG(XY)BOARDLTR:SUPPCAPPROJECT

Attachment

- c: Chief Administrative Officer
Internal Services Department

COUNTY OF LOS ANGELES
REQUEST FOR APPROPRIATION ADJUSTMENTDEPT'S. 03-6
No.

DEPARTMENT OF Treasurer and Tax Collector

April 10, 2003
~~19~~

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2002 - 2003

(3 Vote)

FINANCIAL SOURCESTreasurer and Tax Collector
Salaries and Employee Benefits
A01-TT-10950-1000

\$225,000

Decrease Appropriation

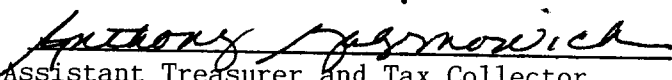
FINANCIAL USESCP/Refurb - Treasurer and Tax
Collector KHHA Offices
Capital Project No.
A01-CP-86529-6014

\$225,000

Increase Appropriation

Purpose

To provide supplemental funding for the refurbishment and reconfiguration of existing office space on the fourth floor of the Hall of Administration for various operations within the Department of Treasurer and Tax Collector.


Anthony Yakimowich, Assistant Treasurer and Tax Collector

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF
ADMINISTRATIVE OFFICER FOR—

ACTION

RECOMMENDATION

AUDITOR-CONTROLLER

BY

No. 199

APRIL 10 2003

APPROVED AS REQUESTED

AS REVISED

April 10 2003

APPROVED (AS REVISED):
BOARD OF SUPERVISORS

19

BY

DEPUTY COUNTY CLERK

SEND 6 COPIES TO THE AUDITOR-CONTROLLER